

**MASTER MECHANIC
STUDY GUIDE**

A written examination for the class of **MASTER MECHANIC** to be administered in **LAKE CHARLES** on **JULY 22, 2009**, will consist of approximately 105 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
ENGINE MECHANICS Knowledge of gasoline engines sufficient to perform diagnosis of mechanical problems and to perform maintenance and repairs.	5.7%
FUEL SYSTEMS Knowledge of fuel systems sufficient to perform maintenance, repairs or adjustments to the systems when needed.	5.7%
ELECTRICAL SYSTEMS Knowledge of electrical systems sufficient to perform maintenance, repairs, or adjust the systems when needed.	5.7%
COOLING AND LUBRICATION SYSTEMS Knowledge of cooling and lubrication systems sufficient to perform maintenance and repairs when needed.	11.4%
DRIVE TRAIN SYSTEMS Knowledge of drive train systems sufficient to perform maintenance, repairs or adjustments to the systems when needed.	5.7%
SUSPENSION, STEERING AND BRAKE SYSTEMS Knowledge of suspension, steering and brake systems sufficient to perform maintenance, make repairs, or adjust the systems when needed.	11.4%
GENERAL AUTO MAINTENANCE, REPAIRS OF PORTABLE EQUIPMENT, INSTRUMENTS, TOOLS, & ACCESSORIES Knowledge of general automotive and portable equipment sufficient to troubleshoot, diagnose, and repair malfunctioning components, including the use and care of instruments and tools.	11.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
MANAGING EQUIPMENT/ PROPERTY/ SUPPLIES Knowledge of the management, maintenance, and purchasing of equipment, property, and supplies, including verifying that equipment is tested and meets applicable standards, inventory control, and the preparation of specifications on new equipment for public bid.	5.7%
RECORDS & REPORTS Knowledge of effective records-keeping practices, including preparation, content, format, and control of departmental records, and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports.	5.7%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, to maintain discipline, and to train subordinates.	25.7%
AUTOMOTIVE MAINTENANCE SERVICE MANAGEMENT Knowledge of the principles of effective automotive maintenance service management in order to evaluate division operations, and recommend changes in policies and procedures.	5.7%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

MODERN AUTOMOTIVE TECHNOLOGY, James E. Duffy, The Goodheart-Willcox Co., Inc., 2004.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

The local civil service board should make this study guide available to all applicants in whatever manner

the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.